

## Placement History Correction Window

**Note:** All workers can **view** information on the Placement History Correction (PHC) window but only designated PHC workers within each county will have the security to **add or edit** information.

For a variety of reasons, a child's placement history may be incomplete or inaccurate. The Placement Correction functionality is used to view, add, and modify a child's placement history information. The Placement Correction functionality may be used to correct information such as Removal Dates, Removal from Home information, Placement Begin Dates, Placement End Dates, Placement Ending Purpose, Placement End Reasons, Discharge Reasons, and Placement Status. In addition to these items, designated PHC county workers can also use the Placement Correction functionality to enter the actual provider name for a placement record that was initially documented with a default/historical provider.

The Placement Correction History page is accessed via Utilities > Placement Correction. The Placement Correction History page is opened and the worker clicks on the Search hyperlink, which opens the Person Search page.

Person Search -- Web Page Dialog

**eWiSACWIS** Print Spell Check Help

**Search Criteria**

Last Name:  First Name:  Person ID:

SSN:  DOB:  Gender:

Street:  City:  ZIP Code:

☐ Incl. AKA Search Precision:  Sort By:

Record 1 to 1 of 1

**Persons Returned**

Brinks, Anna ( 20912 ) 2165 Small Street, Windsor Female 07/09/1997

Basic Person Information

Related People

Intake/Referral

Cases

Brinks, Becky ( 20255 )

CPS Family Alleged Victim, Household Member opened Fir, Fran Ongoing Case Manager Yes Child waived to adult court 07/31/2000 Milwaukee-Site 2

Page 2 Sec 1 2/8 At 2.5" Ln 9 Col 1 REC TRK EXT OVR WPH

The worker searches a child, clicks the Cases expando, and selects the radio button next to the case where the Placement Correction approval will be linked. Once the worker selects a case and clicks 'Continue', the Placement Correction History page displays.

Placement Correction History - Microsoft Internet Explorer provided by DHFS - State of Wisconsin

**eWiSACWIS** Print Spell Check Help

**Child Information**

Child's Last Name: Abby Child's First Name: Allie [Search](#)  
 Child's Person ID: 9221747 DOB: 09/09/1995 [View Current Placements](#)

**Placement Correction History**

Created By	Approved By	Approval Date	Approval Status	
Dan Daisy			Pending	<a href="#">Edit</a>
Dan Daisy	Caitlin Cake	11/23/2004	Approved	<a href="#">View</a>
Dan Daisy	Caitlin Cake	11/23/2004	Approved	<a href="#">View</a>
Caitlin Cake	Caitlin Cake	11/23/2004	Not Approved	<a href="#">View</a>

[Create](#) [Close](#)

Done Local intranet

Once the Placement Correction History window opens an audit trail of all correction records created for a participant organized by approval date will be displayed. (If no previous corrections have been created for the child then the page will be blank.) This page can be used by any worker to view the child's most recent placement history in eWiSACWIS. This page also allows any worker with the designated PHC county worker security to modify a pending correction record whether that worker created the pending correction record or not.

If a worker would like to see if any placement errors exist for the child, select the Validate Corrections to Placement History option in the Options drop down. The system will then either display the errors or will display a message to indicate no errors exist. If the worker would like to print all placement errors for the child the Print Error Button can be selected. The Print Error Button will only be displayed after the worker has completed the Validation Corrections to Placement History.

If a worker would like to print the child's placement history the Print History Button should be selected on the Placement History page. Any worker can use the Print History and Print Error Buttons to determine if the child has errors and what they may be. This is especially helpful for workers who want to be proactive in providing the corrected information to their designated PHC county worker for entry.

From the Placement Correction History page, the Edit hyperlink, View hyperlink, View Current Placements hyperlink, and Create button all launch the Placement History page. To view the audit history of a previous correction record, the worker selects the View hyperlink next to an approved placement correction row. To view a child's complete placement history across cases (not including placements with the End Reason of Placement Made in Error), the worker selects the View Current Placements hyperlink. To access a pending correction record, the designated PHC county worker selects the Edit hyperlink next to a pending placement correction row.

To create a new placement correction record, the designated PHC county worker selects the Create button. **Once the record opens, the worker must SAVE the record to make it editable.**

**NOTE:** The Date of Birth must be documented in the child's Person Management record before the system will allow the designated PHC county worker to create a Placement Correction record.

**Child Information**

Child's Last Name: Abby      Child's First Name: Allie  
 Child's Person ID: 9221747      DOB: 09/09/1995

**Placement History**

Case ID	Begin Date	End Date	End Reason	Provider	Service Type	Placement Status	Status		
Removal Date: 11/01/1997		Discharge Date: 09/30/1999							
9221241	11/01/1997	09/30/1999	Reunification w/ Parent (s)/Primary Crtr	Greta Grape	Foster Home-Gen. License 0-4 years old	Fstr Fam Hm (Non-Rel)		<a href="#">Edit</a>	
Removal Date: 08/13/2001		Discharge Date: 04/25/2002							
9221241	08/13/2001	02/01/2002	Agency Requested Change	Kathy Kellogg	Foster Home-Gen. License 5-11 years old	Fstr Fam Hm (Non-Rel)	Modified	<a href="#">Edit</a>	
9221241	02/02/2002	04/25/2002	Transfer of Guardianship Relative	Mike Fernald	Foster Home-Gen. License 5-11 years old	Fstr Fam Hm (Non-Rel)		<a href="#">Edit</a>	
Removal Date: 04/26/2002		Discharge Date: 03/21/2003							
Case ID	Begin Date	End Date	End Reason	Provider	Service Type	Placement Status	Status		

Options:

Selecting the Edit link on the Placement Correction History page opens the Placement History page in edit mode. Based on the Status column, the designated worker is able to determine if the placements are new, modifiable, have been modified, or have been inserted through the Placement Correction functionality. The designated PHC county worker is able to edit existing placements (as long as they are not open placements or placements that have closed within the last 36 days), insert missing placements, and delete placement rows that were added via the 'Insert' button on the Placement History Correction page.

If the designated PHC county worker would like to edit information for an existing placement the edit link next to the appropriate placement should be selected. This will open the Placement Correction Detail page. **NOTE:** Open placements cannot be edited on the PHC window. Also, closed placements cannot be edited until 36 days after they have closed to allow all fiscal processing to occur prior to the placement being modified.

Placement Information	
<b>Correction Source:</b>	Existing Placement
Child's Last Name:	Abby
Child's First Name:	Allie
Child Person ID:	9221747
DOB:	09/09/1995
Case Type and Case ID:	CPS Family - 9221241
County:	Milwaukee
<b>Service Category:</b>	Foster Home - General License
<b>Service Type:</b>	Foster Home-Gen. License 0-4 years old
<b>Provider Name:</b>	Greta Grape
Provider ID:	700002
Comments:	

Placement Correction Detail		
	Original	Modification
<b>Placement Begin Date:</b>	11/01/1997	11/01/1997
<b>Placement is a Removal from Home:</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <a href="#">Removal Reasons</a>
<b>Date Removed from his/her home:</b>	11/01/1997	11/01/1997
<b>Manner:</b>	Court Ordered	Court Ordered
<b>Caretaker Structure:</b>	Married Couple	Married Couple
<b>Primary Caretaker:</b>	Alice Abby	Alice Abby
<b>Secondary Caretaker:</b>	Art Abby	Art Abby
<b>Placement Status:</b>	Fstr Fam Hm (Non-Rel)	Fstr Fam Hm (Non-Rel)

The Placement Correction Detail page is used to correct / document the circumstances surrounding the placement of a child. There is a comment field in the Placement Information Group Box in which the designated PHC county worker can provide details

as to why a correction is being made. When modifying an existing placement, this page can be used to correct the following placement information:

- 1) Placement Begin Date
- 2) Removal Date
- 3) Placement is a Removal from Home
- 4) Removal Reasons
- 5) Removal Manner
- 6) Caretaker Structure
- 7) Primary Caretaker
- 8) Secondary Caretaker
- 9) Placement End Date
- 10) Actual Name of Default/Historical Provider (if applicable)
- 11) Placement Ending Purpose
- 12) Placement End Reason
- 13) Discharge Reason
- 14) Placement Status

The page pre-fills the fields in the Placement Information and Placement Correction Detail group boxes with information from the Out of Home Placement window of the placement that is being modified. Each modifiable item has two columns of information: the original placement information (which is disabled and non-modifiable), and the modified information. This allows for easy comparison of what data is being changed.

This page also includes a new stand-alone field titled, 'Actual Name of Default/Historical Provider (if applicable)' field, which allows the designated PHC county worker to record the actual name of a provider in a record where a default provider was used. Templates such as the Permanency Plan and the Statewide Court Report will display the name of the provider entered by the designated PHC county worker in the 'Actual Name of Default/Historical Provider (if applicable):' field in lieu of default provider name.

To document a new historical placement, the designated PHC county worker selects to Insert Button. The Placement Correction Detail page will open and all fields in the modification column will be enabled and required. In addition to the 14 data elements mentioned above, the user will be required to determine the following information when entering a historical placement:

- 1) Case ID Number and Type
- 2) County
- 3) Service Category
- 4) Service Type
- 5) Provider ID (using the Search hyperlink).

When entering a provider for a new placement record via the Placement Correction Detail page, the provider record must exist in the system. Since this page is used to enter historical placements, it is possible that the providers are not setup in eWiSACWIS. In

this scenario, counties are able to use the county's default provider and then enter the actual name into the 'Actual Name of Default/Historical Provider (if applicable):' field.

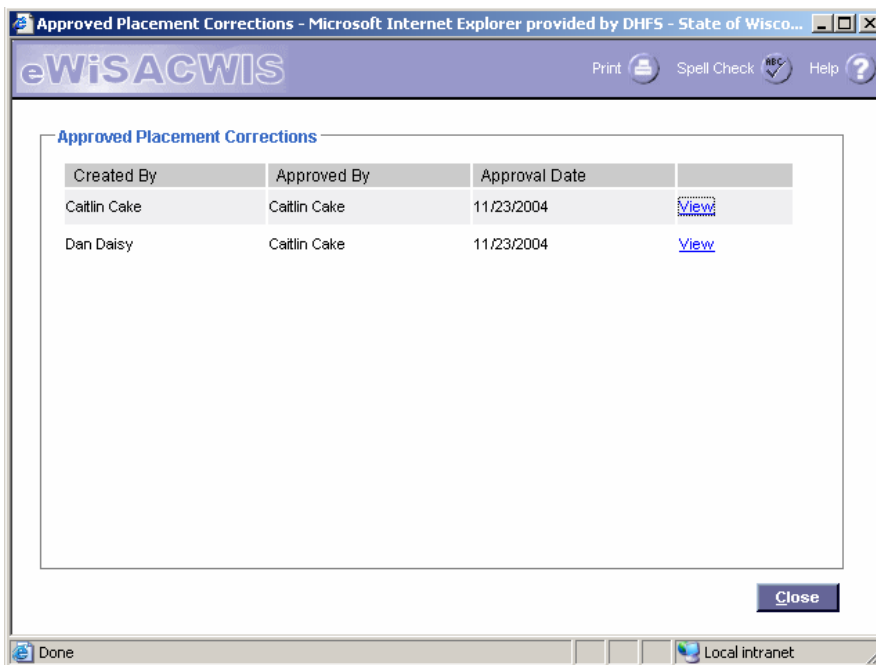
Original		Modification		Original		Modification	
Physical Abuse	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Inadequate Housing	<input type="checkbox"/>	<input type="checkbox"/>		
Sexual Abuse	<input type="checkbox"/>	<input type="checkbox"/>	Child's Behavior Problem	<input type="checkbox"/>	<input type="checkbox"/>		
Neglect	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Child's Disability	<input type="checkbox"/>	<input type="checkbox"/>		
Alcohol Abuse (Child)	<input type="checkbox"/>	<input type="checkbox"/>	Incarceration of Parent(s)	<input type="checkbox"/>	<input type="checkbox"/>		
Drug Abuse (Child)	<input type="checkbox"/>	<input type="checkbox"/>	Death of Parent(s)	<input type="checkbox"/>	<input type="checkbox"/>		
Alcohol Abuse (Parent)	<input type="checkbox"/>	<input type="checkbox"/>	Caretaker's Inability to Cope	<input type="checkbox"/>	<input type="checkbox"/>		
Drug Abuse (Parent)	<input type="checkbox"/>	<input type="checkbox"/>	Abandonment	<input type="checkbox"/>	<input type="checkbox"/>		
Unknown-AFC Conversion	<input type="checkbox"/>	<input type="checkbox"/>	Relinquishment	<input type="checkbox"/>	<input type="checkbox"/>		

Continue Close

The Correction Removal Reasons pop-up page is used to document the reasons surrounding the removal of a child from his/her home. This page is automatically launched when the designated PHC county worker selects the Removal from Home checkbox on the Placement Correction Detail page. After checking one or more of the conditions explaining why the child was removed from home, the designated PHC county worker selects the Continue button to return to the Placement Correction Detail page.

Once all required data has been entered or modified click Save to save your work and then select Close to the Placement History page. If all errors have been corrected in the child's placement record, the designated PHC county worker can approve the Placement History Correction record by selecting the Approval option in the Options drop down. The system will run a validation of the record to ensure there are no outstanding errors. If no errors exist the PHC will be approved and all modified placement rows are displayed under the Case expando and Provider expando accessed through either the Search page or the Desktop.

**NOTE:** There is an edit on the PHC window which prevents any gaps in the child's placement history. This edit does not yet exist in the system when creating an Out of Home placement so it may cause some initial confusion. This edit is in place due to a requirement for AFCARS reporting.



The Approved Placement Correction page is an audit trail for approved changes to a specific placement record. This page displays information such as who created and approved each record and when the record was approved. The page is accessed from the Actions link next to each corrected Out of Home Placement row. The page contains one group box, the Approved Placement Corrections group box, and displays a list of each approved placement correction detail record created for the specific placement. The Approved Placement Corrections page does not display the correction records that have the status of 'pending' or 'not approved'.

### **Person Merge**

- The Person Merge page includes an edit when requesting a person merge. This edit prevents the merger if there is a pending placement correction record for either the removed or retained person id. If a pending placement correction record exists, the



following message will display 'Cannot merge this person record. A pending Placement Corrections record exists for this child.'